



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
OCCUPATIONAL/CONTINUING EDUCATION CONSULTANT	39	A	5.230

DEFINITION OF THE CLASS:

Under general supervision of the director, provides consultative services and leadership in areas of expertise to local school district personnel and other agencies in planning, developing, implementing, and evaluating occupational and adult education programs; and performs related work as required. Areas of expertise include: occupational education support programs and support services; guidance and counseling; agriculture education; trade and industrial education; home economics; business, office and marketing education; sex equity in education; adult and continuing education; job training partnership.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Develop state plans in accordance with state and federal regulations including the Carl Perkins Vocational Education Act and the Adult Education Act in order to receive federal allocations. This is accomplished by assembling information to assess the current and projected needs for occupational and adult education programs in the State and the capacity of local educational agencies to meet those needs; selecting and assembling statewide planning and review committees to provide input into how programs and services supported by the federal and state grant programs will fulfill the goals of the legislation and help meet the identified needs; developing formula tables for the distribution of funds; preparing plan documents which describe State policies, procedures, and plans for implementation; conducting public hearings to acquire comments; presenting the state plans to agency administration.

Manage grant programs to ensure funds are distributed and expended according to guidelines by developing and disseminating request for proposal documents; providing technical assistance to applicants; reviewing subgrant proposals for compliance with state and federal regulations, agency procedures and legal budgeting limits; making recommendations regarding approval and funding levels and obtaining approval of subgrant applications through a committee process; developing subgrant award documents outlining funding sources and grant requirements; developing and disseminating data collection instruments; developing and maintaining computerized programs to track obligations and expenditures; reviewing and processing requests for funds; reviewing annual financial reports submitted by subgrantees and reconciling them with agency records; monitoring and reporting program results.

Develop and coordinate the acceptance and implementation of courses of study for occupational education programs which will provide students guidance, direction and instruction in the skills necessary for employment and continued education and training. This is accomplished through obtaining input, information and/or model programs from representatives of business and industry, universities, colleges and school districts, and other agency staff; developing a course of study which includes curriculum guidelines and delineates program objectives in terms of student competencies; developing budget recommendations for implementation; conducting public hearings to obtain comments.

EXAMPLES OF WORK: (cont.)

Monitor occupational and adult education programs to ensure compliance with federal and state regulations and ensure implementation of grant projects in accordance with approved grant proposals by: developing and/or revising the monitoring instrument; scheduling on-site reviews; conducting on-site monitoring visitations, either alone or as part of a compliance team, to include review of personnel, equipment, instruction, curriculum, policy and procedure manuals, and applicable records; preparing and disseminating monitoring reports; conducting follow-up activities to ensure any recommended corrective actions are implemented.

Provide technical assistance to local school districts, the State Board of Education, state and local committees and councils, and other agencies and service providers regarding state and federal regulations, fiscal management and reporting procedures, licensure requirements, and program and policy development and improvement. This includes reading and interpreting state and federal regulations; distributing information to affected agencies and individuals; conducting individual and group training for subgrantees and public and private groups.

Provide leadership and technical assistance to local school districts, other agencies, and service providers regarding occupational and adult education programs and participates in developing and fostering support for an educational master plan by: obtaining relevant materials, curriculum, innovations, and models from other states and by attending professional conferences related to program responsibilities; disseminating information to interested parties; developing brochures, materials, and other educationally oriented products to promote and improve educational programs and services; facilitating or conducting training workshops, classes, lectures, and seminars; coordinating leadership workshops and state conferences for relevant groups and organizations; serving as a branch liaison to selected groups within and outside of the agency.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of department policies and procedures. Working knowledge of laws related to education equity. Working knowledge of state regulations related to occupational education. Working knowledge of grant programs and related requirements and fiscal procedures. Working knowledge of federal laws and regulations applicable to occupational and/or adult education such as the Carl Perkins Vocational Act of 1984, as amended, Adult Education Act, and Job Training Partnership Act. General knowledge of generally accepted accounting practices.

Ability to develop, review, modify and implement computerized programs for the development and submission of required program and fiscal reports.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of laws related to education equity. Working knowledge of education systems, procedures and methods. Working knowledge of research techniques for developing information and seeking resource materials for project development. Working knowledge of where to go within an organization for needed information and assistance. Working knowledge of the specific program area to which assigned.

Ability to give presentations, workshops and conferences to small or large groups to provide information, coordinate discussion and motivate others to action. Ability to gather, interpret, and disseminate data on educational systems to include enrollments, teacher ratios, state and national labor trends, economic and employment demographics, and socio-economic indicators. Ability to

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (cont.)

establish and maintain cooperative working relationships with co-workers and project staff in the school districts, university system, and other agencies. Ability to maintain equanimity in the face of resistance, indifference, or hostility to new ideas and innovative educational approaches. Ability to read and synthesize research information for application to assigned duties. Ability to design and produce pamphlets, fliers and announcements that effectively communicate with the intended audience. Ability to plan and organize workshops and in-service activities that make best use of time for participants. Ability to utilize and demonstrate essential elements of effective communication and instruction. Ability to write and effectively communicate educational concepts, ideas, and interpretation of federal and state law and policy. Ability to negotiate, exchange ideas, opinions and information, and to arrive jointly at decisions, conclusions or solutions. Ability to interact appropriately with others, from the most to the least sophisticated, for different purposes and in different contextual settings. Ability to work independently, identify more effective ways to organize work responsibilities, and follow through on assignments with minimal direction. Ability to analyze situations and problems posed by potential and actual subgrantees and determine appropriate resolutions based on historical data, interpretation of rules and regulations and knowledge of the programs in operation. Ability to implement a computerized program for the development of information.

EDUCATION AND/OR WORK EXPERIENCE:

Master's degree in education or closely related field from an accredited college or university (transcripts required at time of application) and three years of professional teaching experience, or professional experience in a related specialty area which demonstrates possession of the entry level knowledge, skills and abilities.

OPTION NOTE: Options within this class will be designated at the time positions are classified. Positions in this class may require specialized education and experience which will be identified at the time of recruitment.

LICENSE:

Possession of a conditional license to teach in Nevada is required at the time of appointment. Employees must maintain license for continuing employment in this class.

OR

Possession of other appropriate credential in an appropriate area of employment. Maintenance of such credential is required for continuing employment.

FINGERPRINT: The selected candidate may be required to submit fingerprint cards and release forms to access information on matters relating to criminal activities involving children. The hiring agency is NOT responsible for payment of administrative and/or processing fees.

TRAVEL: Required to travel to metropolitan, rural and remote locations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

5.230

ESTABLISHED: 7/1/91P
7/6/90PC